SECTION 4: Your Software & the RJ1100

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Your Software & the RJ1100

1. Setting Up Your Computer

For DOS applications, we recommend using BCC software with the RJ1100. This software comes with a print driver specifically for the RJ1100.

Personal Computer Software Packages

The RJ1100 works with most software packages that can print one-up labels (one label at a time), however, you must first tell the software what type of printer is being used. Choose one of the following terms to describe the RJ1100: Astrojet, Mailjet, ASCII, Generic, Vanilla, Text, etc. Essentially, the RJ1100 should appear as a standard computer printer to most software setup programs.

Most software programs also provide options for designating margins and other print settings. Some of these features are listed below with their recommended values:

Feature	Setting
Top Margin	0
Bottom Margin	0
Right Margin	62 or less
Left Margin	0
Lines Between Labels	0
Number of Labels Across	1
Use Form Feeds	Yes
Pause Between Pages	No

Your software may allow the setting of some or all of these parameters. If so, it is important that these are set up properly so that the computer will correctly format your address list for use by the RJ1100.

The RJ1100 has been designed to be very flexible in the way it accepts and interprets the data sent from your software. Remember that although trial and error may be required to correctly set all parameters, if your software will print mailing labels, it will also address media on the RJ1100.

Custom Programs

The RJ1100 also works with custom programs. It is designed to emulate a standard printer printing one-up labels and offers several options for interfacing.

When communicating with the RJ1100, each line must be 62 characters or less. A line is ended by a Carriage Return command (CR) and a Line Feed command (LF).

Form Feed command (FF) must be used to indicate the end of an address. The address file should be set up as follows.

Form Feed	
Line One of Addresses	"CR" "LF"
Line Two of Addresses	"CR" "LF"
Line Three of Address	"CR" "LF"
Line Four of Address	"CR" "LF"
Line Five of Address	"CR" "LF"
Line Six of Address	"CR" "LF"
Line Seven of Address	"CR" "LF"
Line Eight of Address	"CR" "LF"
Line Nine of Address	"CR" "LF"
Line Ten of Address	"FF"

2. Optional Hardware and Software

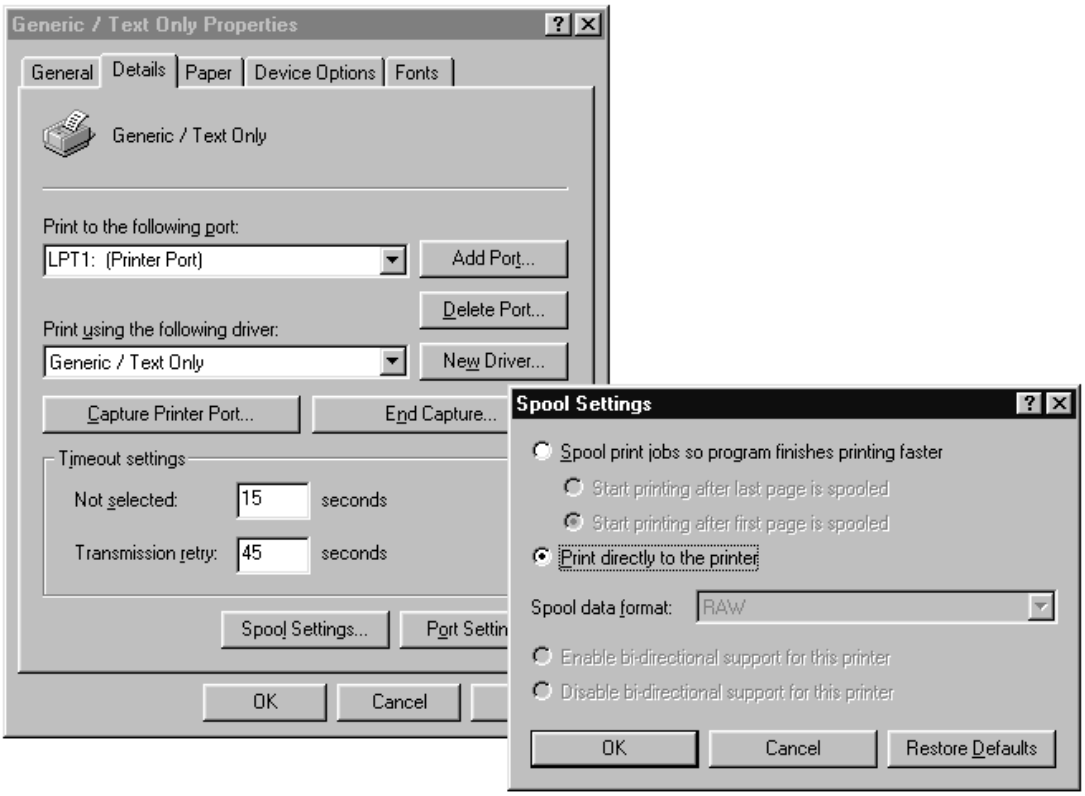
	Option		**Part #**
A.	Inkjet Cartridge - Black (HP51640A)		S-8995
	*Inkjet Cartridge - Cyan (HP51640C)		
	*Inkjet Cartridge - Magenta (HP51640M)		
	*Inkjet Cartridge - Yellow (HP51640Y)		
B.	Font Cards	Astro Script	F-CARD 1
		Astro Helvetica	F-CARD 2
		Astro Brush Script	F-CARD 3
		Astro Times Roman	F-CARD 4
		Astro OCR A	F-CARD 5

*Not currently stocked by Riso. Purchase from your local HP dealer.

3. Using Mail Merge in MS Word

Printer Driver Set Up

To print from Microsoft Windows programs, use the "Generic/Text Only" print driver that comes with the operating system. Because of MS Windows spooler limitations (it will hold only 30,000 addresses), the driver should be set to send jobs directly to the printer as shown below.

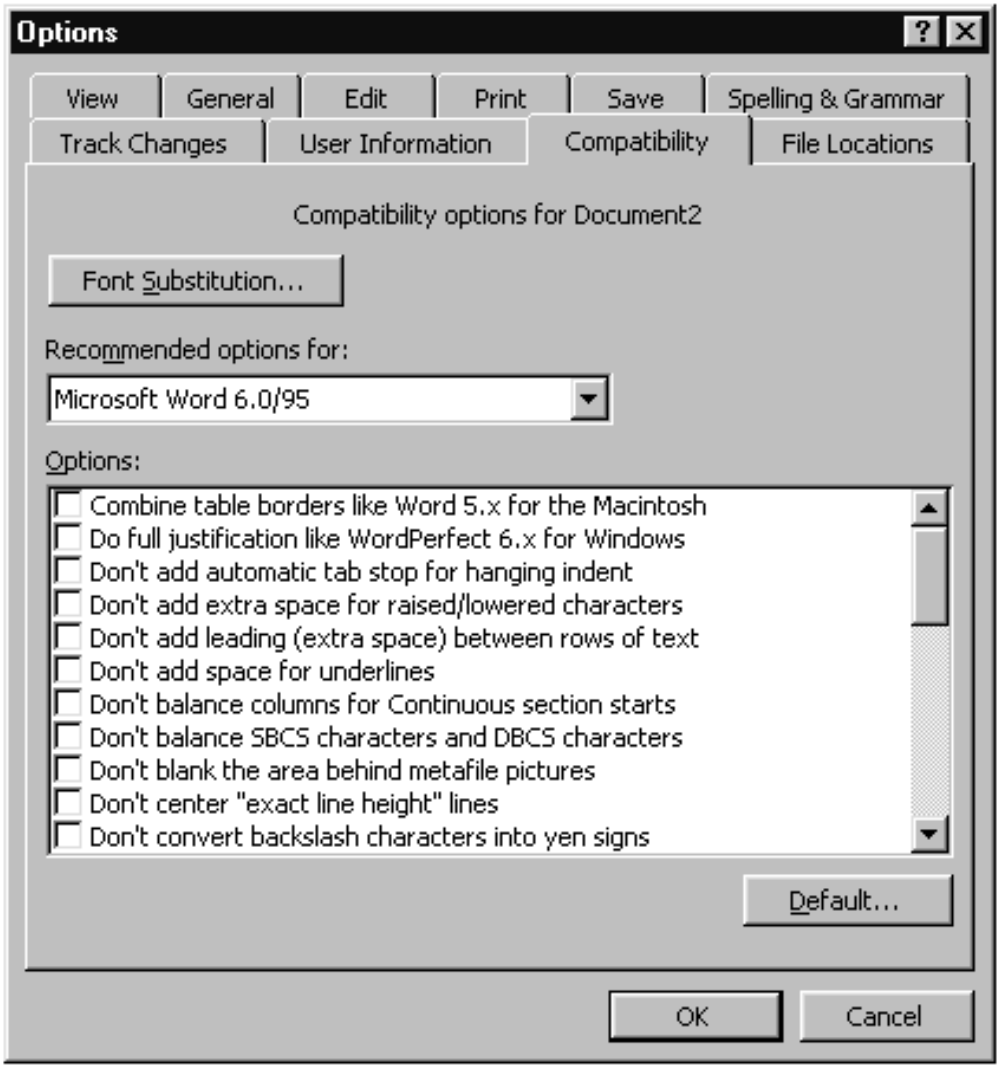


Preparing Your MS Word Document

The following instructions are for MS Word 97 (part of MS Office 97 suite). The steps required to mail merge in Word 2.0, Word 6.0, and Word 95 are very similar. Consult help files of these programs for detailed instructions.

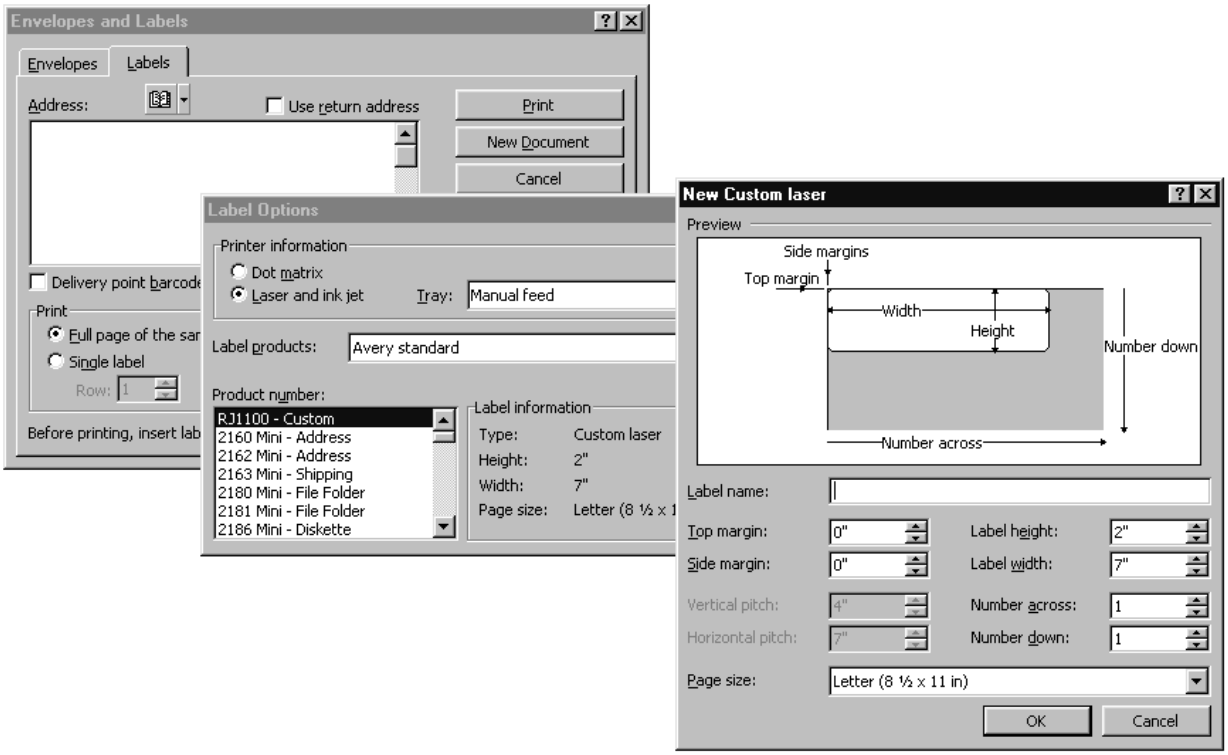
NOTE: Unlike previous versions of MS Word, Word 97 is a 32-bit application relying heavily on Windows graphical interface and TrueType fonts. To use it with the "Generic/Text Only" print driver, some options must be set. These options are for ***MS Word 97 only***. Word 2.0, 6.0, and 95 work with this print driver without problem.

To prepare MS Word to work with the “Generic/Text Only” print driver, go to the **Tools** menu, click **Options,** and then the **Compatibility** tab. In **Recommended options for** pull down menu choose **Microsoft Word 6.0/ 95**. Click **Default** and then **OK.** You will need to do this only once. Next time you open Word, it will default to these options.



The first step in mail merge is to create your own custom label that will work with the RJ1100.

1. In the **Tools** menu, click **Envelopes and Labels…,** then the **Labels** tab, then **Options**.
2. In the **Label Options** dialog box, click **New Label**.



3. Type a name in the **Label name** box (a good choice would be RJ1100).
4. Fill in the information for your custom label as follows:

   Top margin: 0”, Side margin: 0”, Label height: 2”, Label width: 7”,

   Number across: 1, Number down: 1.
5. Click **OK**.

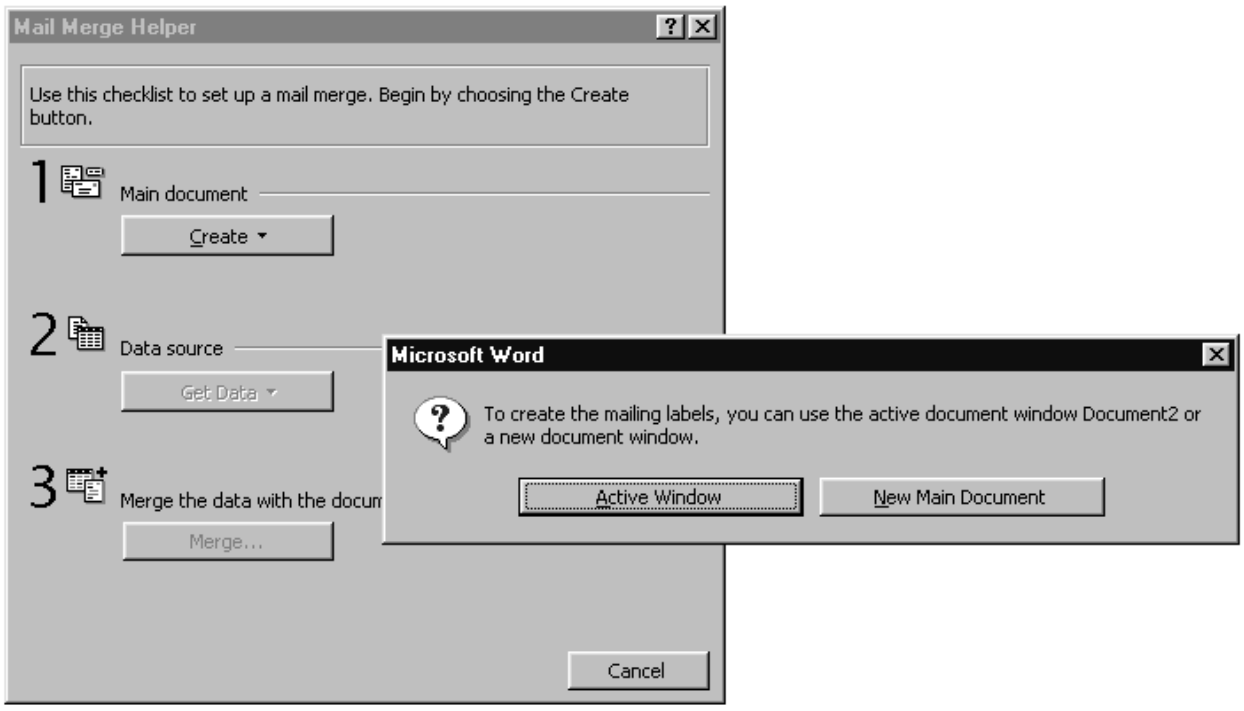
The new label appears in the Product number box as “Label name - Custom,”

NOTE: Page Size should be Letter.

Merging Your Address List

1. Click **New** to start a new document.
2. In the **Tools** menu, click **Mail Merge**.
3. Click **Create**, then **Mailing Labels**, and then **Active Window**.

The active document becomes the mail-merge main document.



4. Click **Get Data**.

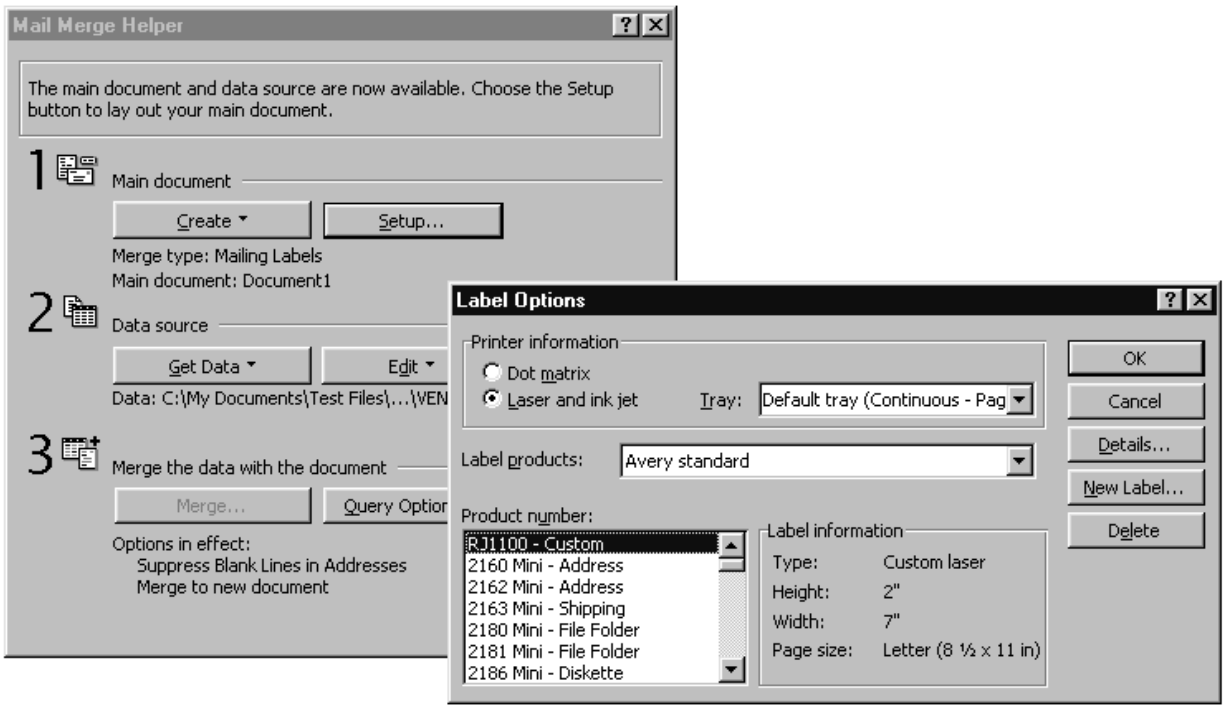
To create a new list of names and addresses in Word, click **Create Data Source**, and then set up the data records.

To use an existing list of names and addresses in a Word document or in a worksheet, database, or other list, click **Open Data Source**.

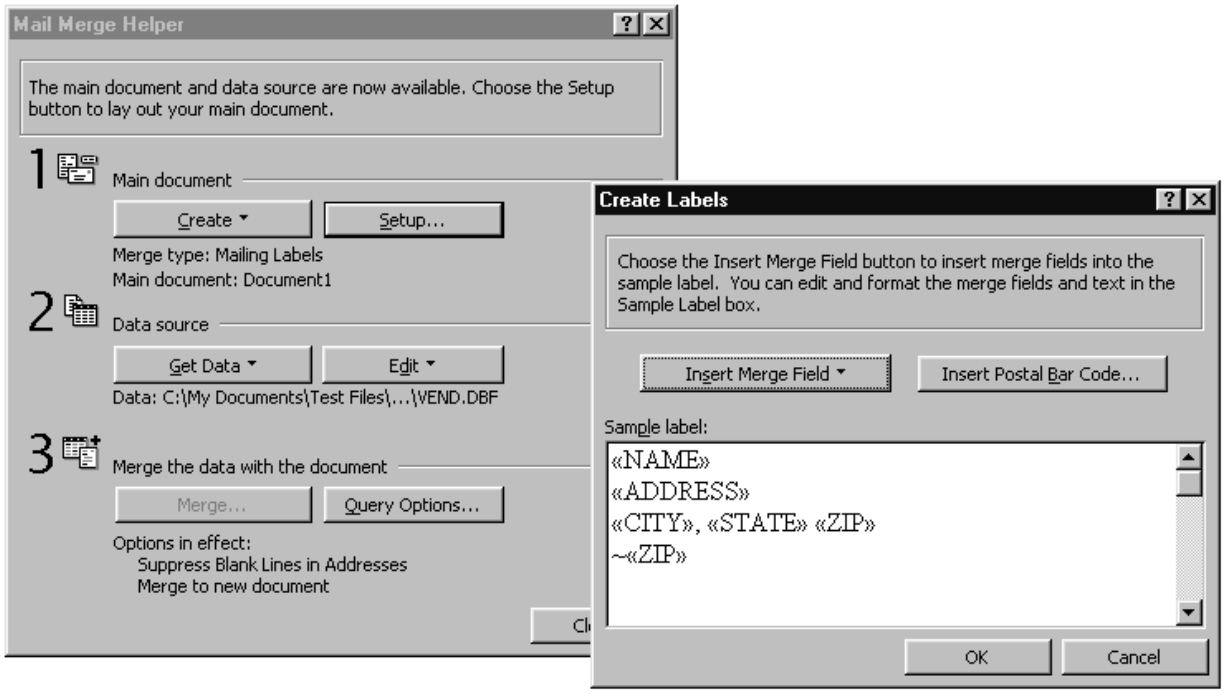
To use addresses from an electronic address book or an Outlook or Schedule + contact list, click **Use Address Book**.

5. After you designate the data source and Word displays a message, click **Set Up Main Document**.

6. In the **Label Options** dialog box, select the type of printer and the type of labels you want to use (this would be the **RJ1100 – Custom** label you just created).



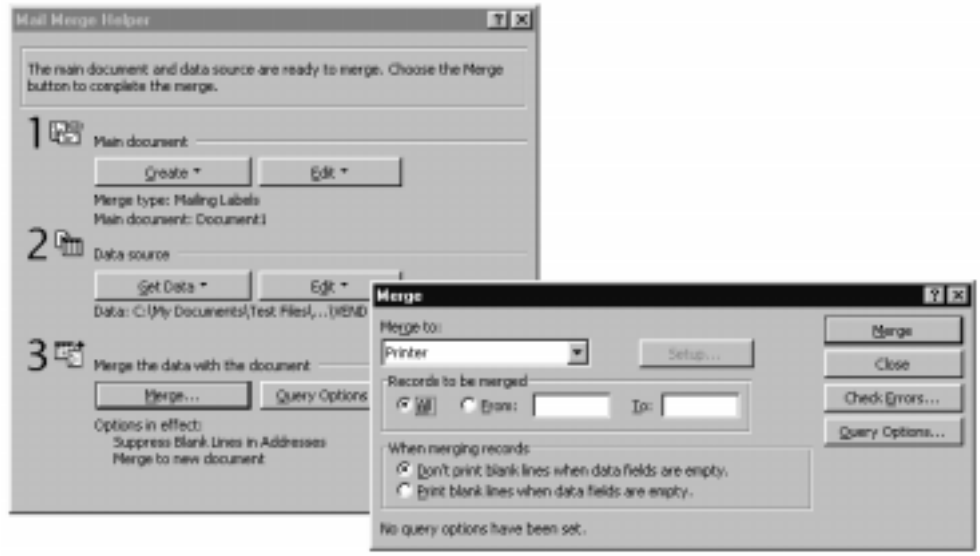
7. In the **Create Labels** dialog box, insert the merge fields for the address information (sample label with postal bar code is shown below).



Tips for inserting address merge fields

- Type spaces and punctuation between the merge fields outside the merge-field characters.
- To start a new line, press **Enter**.
- To print a Postal barcode, insert (on separate line) a tilde (~) and repeat merge field containing zip code (see sample label).

NOTE: Some mailing software packages will output zip codes into 2 or 3 separate fields. In order to print a complete Postal barcode, you will have to insert all these fields in proper order after a tilde (~) character. **DO NOT INCLUDE CHECKSUM DIGIT**. The Checksum digit is calculated and inserted by the printer itself.

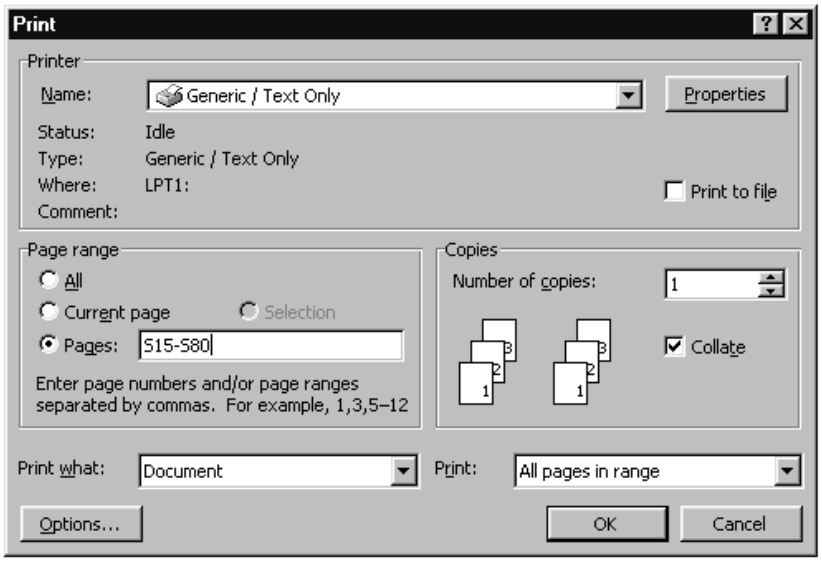


8. In the **Mail Merge Helper** dialog box, click **Merge**.
9. In the **Merge to** box, click **Printer**.

To print labels for only selected addressees, click **Query Options** and then specify criteria for selecting the data records.

10. Click **Merge**.

If you plan on reusing the mailing list you just created, click **New Document** in the **Merge to** box and then save it.

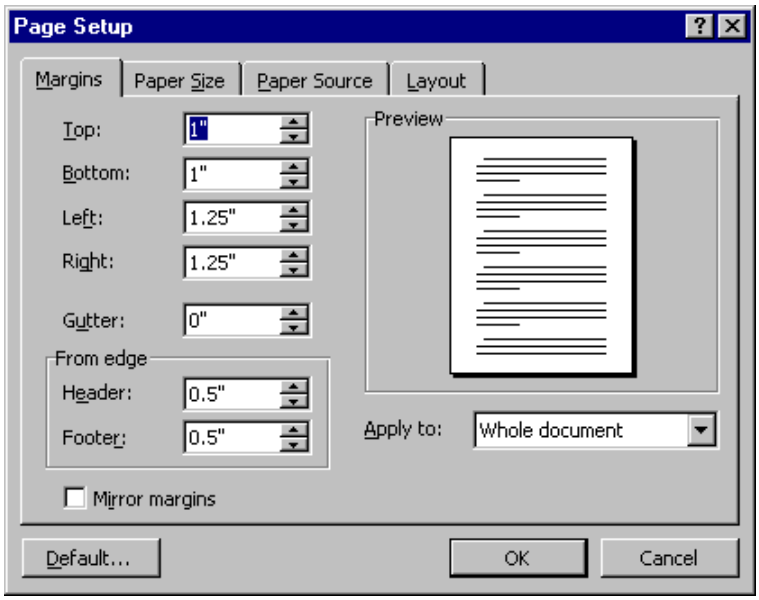


NOTE: Your saved document is divided into sections and not pages, each label being a separate section. To print a range of labels (or sections), choose **Pages** in the **Print** dialog box and enter section ranges with the letter "S" in front of each digit. The "S" tells MS Word to print sections, not pages. To print individual labels, enter section numbers (with an "S" in front of each digit) separated by commas. In the example above, the RJ1100 will print labels from 15 to 80.

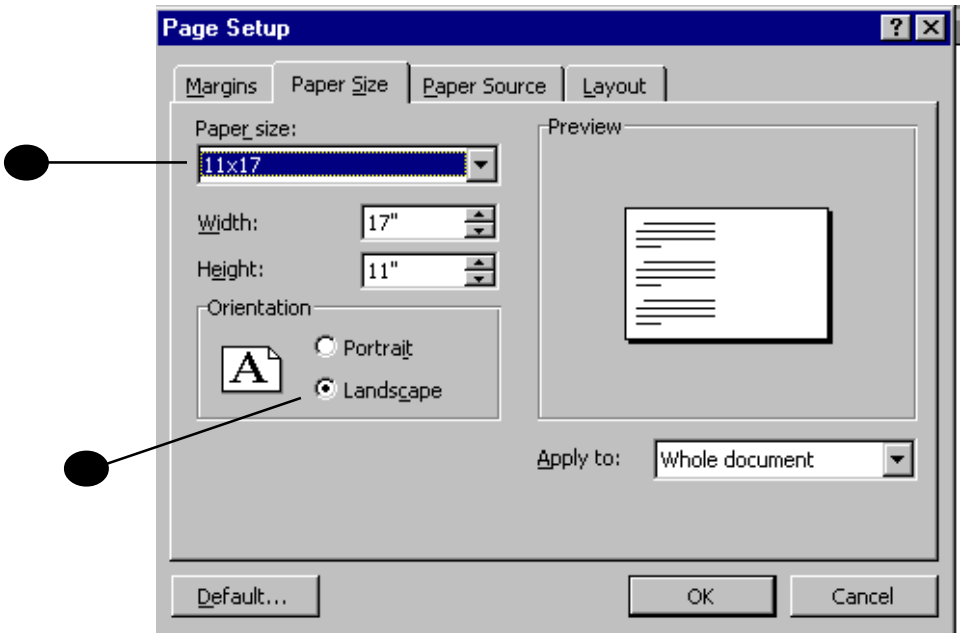
4. Setting Up a Form Letter for Variable Address Data

It is possible to create a standard 8.5" x 11" form letter in MS Word, print it on the Risograph, and have variable address data added to it by the RJ1100 all in one simple process. Special instructions must be followed, however, in order to set up your page for the variable address data:

1. In the **File** menu, select **Page Setup**.

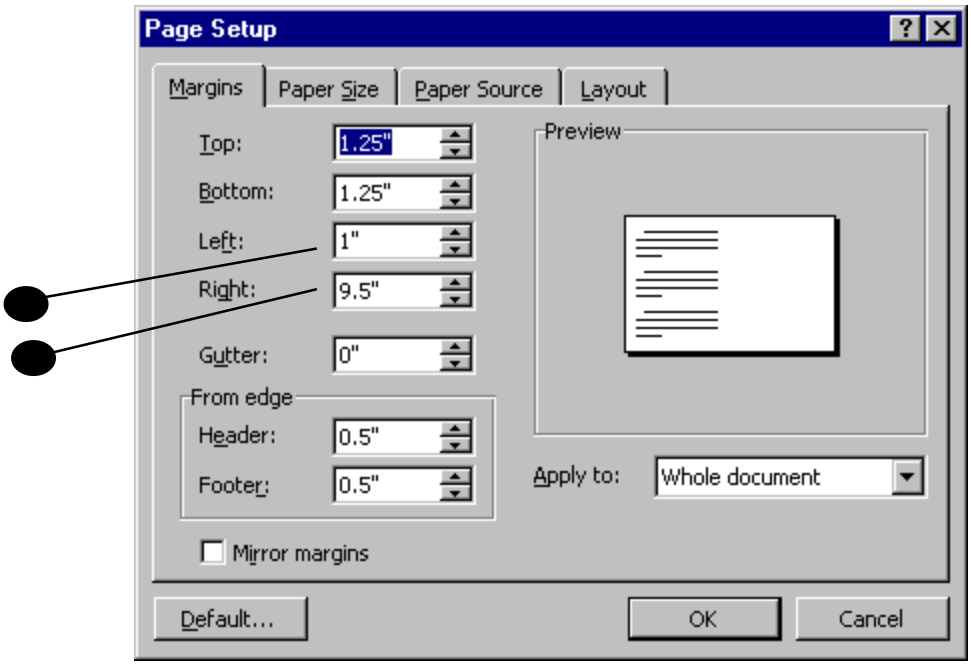


2. In the **Page Setup** dialog box, click on the **Paper Size** tab.
3. In the **Paper Size** pull down menu, select **11x17** or **Tabloid**.
4. In the **Orientation** area, select **Landscape**.

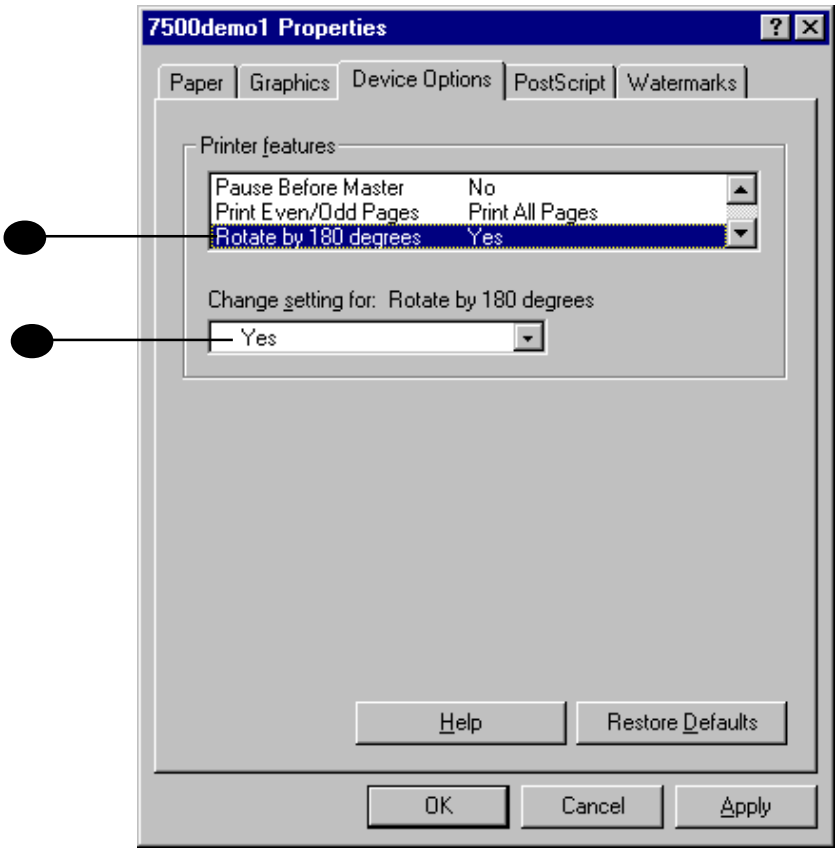


5. Click on the **Margins** tab. Set the left margin at 1” and the right margin at 9.5”.

NOTE: If these margins do not work for your document, try adjusting them. However, whatever you choose for the left margin, always add 8.5 inches to get the right margin. For example, if the left margin is set to .5”, the right margin should be set to 9”.



6. Click **OK** (dialog box will close).
7. Return to the **File** menu and select **Print**.
8. Click on **Properties** to bring up the **RISO Print Dialog Box.**
9. Click on the **Device Options** tab.
10. Select **Rotate 180 degrees** in the **Printer features** scroll menu and **Yes** in the **Change settings for** pull down menu.



11. Click **OK**.

NOTE: Make sure that PRINT DIRECTION is set to REVERSE on the RJ1100.

You are now ready to print your form letter. But before you do this, an adjustment must be made to the Risograph's jump wings so that your media feeds properly to the RJ1100.

Lowering the Risograph's Jump Wings

The Risograph's Jump Wings must be lowered anytime media with an 11" lead edge is being fed to the RJ1100.

1. Set the Normal/Card lever in the first paper feed area to Card.
2. Move the Paper Guides to the extreme outer edges (Jump Wings will move to down position).
3. Enter User Mode by pushing the " * " and "8" keys at the same time.

4. Press “0” and then “3” to access the User Mode for the Jump Wings.
5. Push the Start button until OFF is highlighted.
6. Press and hold the ALL RESET button until you are in normal operation. The Jump Wings are now locked in the down position.

NOTE: To reactivate the Jump Wings, go into User Mode 3 and select AUTO.